

# 5 Ways to Improve Employee Flexibility in the Workplace with Indeavor

Guide



# Intro

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If there is one thing we know about workplace culture, it's that employees value control over their personal lives. Unfortunately, the ability to work from home in many industries such as manufacturing isn't an option, so what can these industries do to improve employee flexibility?

Typically, barriers to providing flexibility to 24-7 shift employees with flexibility included variable labor needs, inflexible production processes, and entrenched scheduling practices.

However, with the right tools in place like Indeavor, these aren't barriers but considerations for improving flexibility in the workplace.



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## Does this scenario sound like your operating reality?



In this guide, we cover five ways organizations can improve employee flexibility, how to facilitate these practices, and overcome traditional barriers with Indeavor.

1. Transparency & Communication
2. Visibility and Access
3. Providing Preferences
4. Volunteering
5. Analytics

Let's get started.



# TRANSPARENCY & COMMUNICATION

# #01

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Employees want to know when they work and what they'll be doing with enough time to plan their personal lives. They understand business needs change., but they also need measures in place to ensure both their needs and their companies' needs are met. There are two important factors that build employee trust in the process: Transparency and Communication.

According to Forbes, “business transparency is the process of being open, honest, and straightforward about various company operations.

Transparent companies share information relating to performance, small business revenue, internal processes, sourcing, pricing, and business values.” Employees desire a level of fairness that can be difficult to enforce without proper tracking. With a scheduling tool, everyone is held accountable because decisions are now automated that already have taken employee and business needs into account.

Forbes, also reported that nearly half of workers' productivity decreased due to ineffective communication. Without planning ahead, there is a lack of visibility into production schedules, decreased managerial oversight, and additional team conflicts. Having a digital automated system helps facilitate communication, track feedback, and manage expectations.

If an organization can build trust through open communication, it can potentially lead to increased engagement, increased productivity and higher trust in the company.

# #02 VISIBILITY & ACCESS

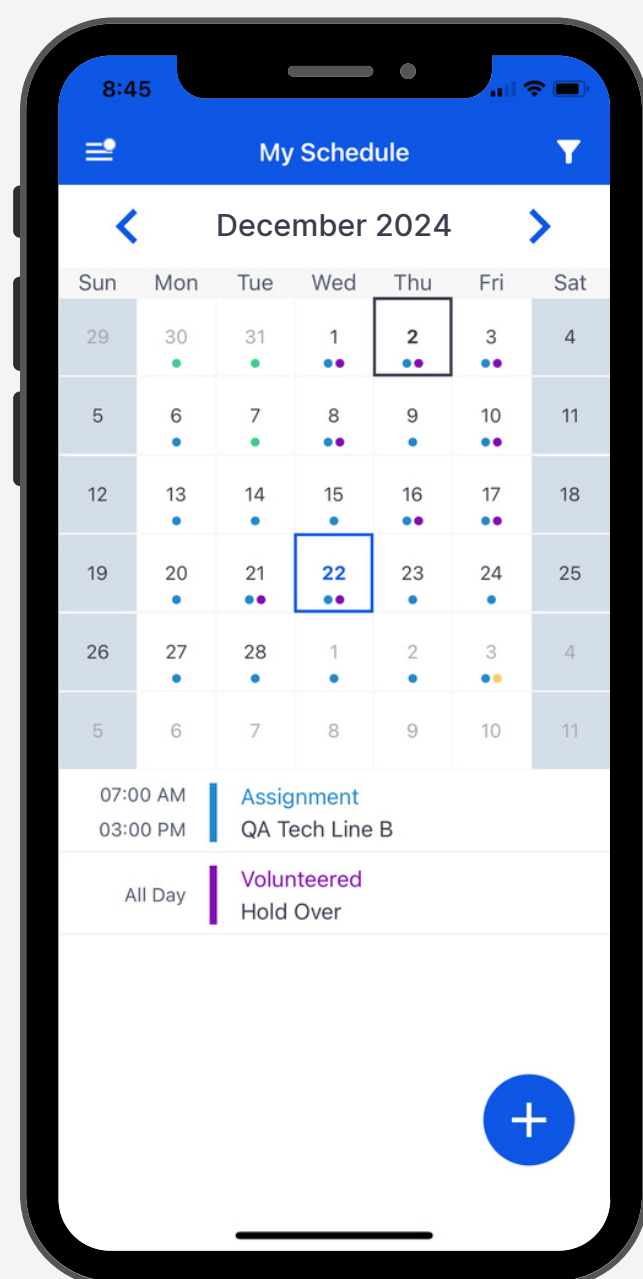
With the evolution of technology, unimaginable amounts of information is accessible at anytime. They're versatile enough to order groceries, view test results, find a parking spots, and engage in work.

Before mobile phone technology and apps, if an employee wanted to trade a shift with a co-worker or request a vacation day, there were a multitude of hurdles to jump through. They would need to physically go to work, remember to stop by the scheduling office or HR, fill out a form, check back later to see if that request was processed, and hope it didn't get lost in the shuffle, etc.

But, what If employees could do this on their phones? Not only would it give everyone visibility into schedules, but it would allow them to access it from their own connivence.

This is all possible with Indeavor's Engage Mobile Suite. With the Engage App, employees can view their schedules, see leave balances, request vacations, report a call-off, volunteer for overtime, swap shifts, update contact information, and be notified of approved vacations.

And, for those that don't have a smartphone – we have a solution. Kiosk gives the ability for people on the factory floor to extend the flexibility of being able to do the same functions as those with the smartphone app.



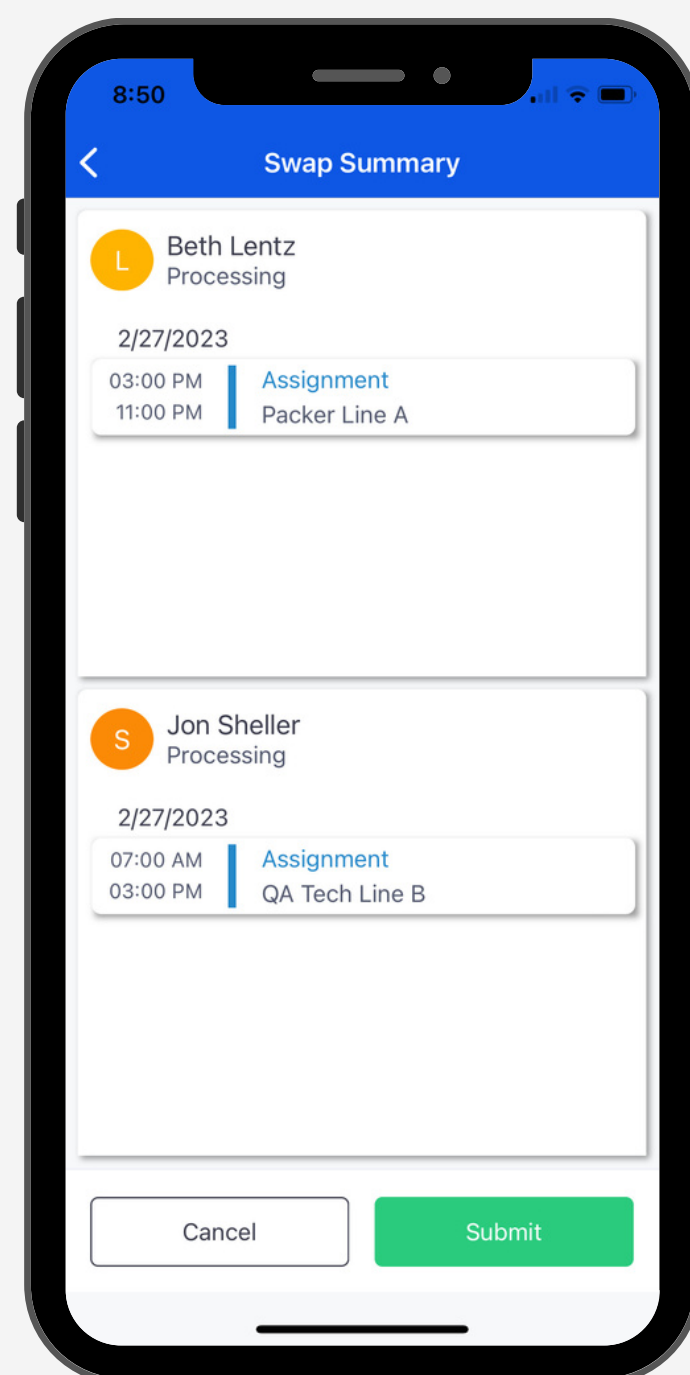
# PROVIDING PREFERENCES WITH SHIFT SWAPPING

# #03

Everyone has different work preferences. Traditionally considering employee preferences has been very difficult, especially considering all the other variables in play when creating a schedule.

Shift Swapping greatly improves employee flexibility and control over one's schedule. If two employees are qualified to do each other's job, and swapping assignments doesn't generate overtime, there's no reason to prohibit it.

Issues normally arise while facilitating and tracking this swap, but with swapping in Indeavor, you can automatically cross-check/prefabricate rules for violations, and approve/deny swaps instantaneously.



# VOLUNTEERING

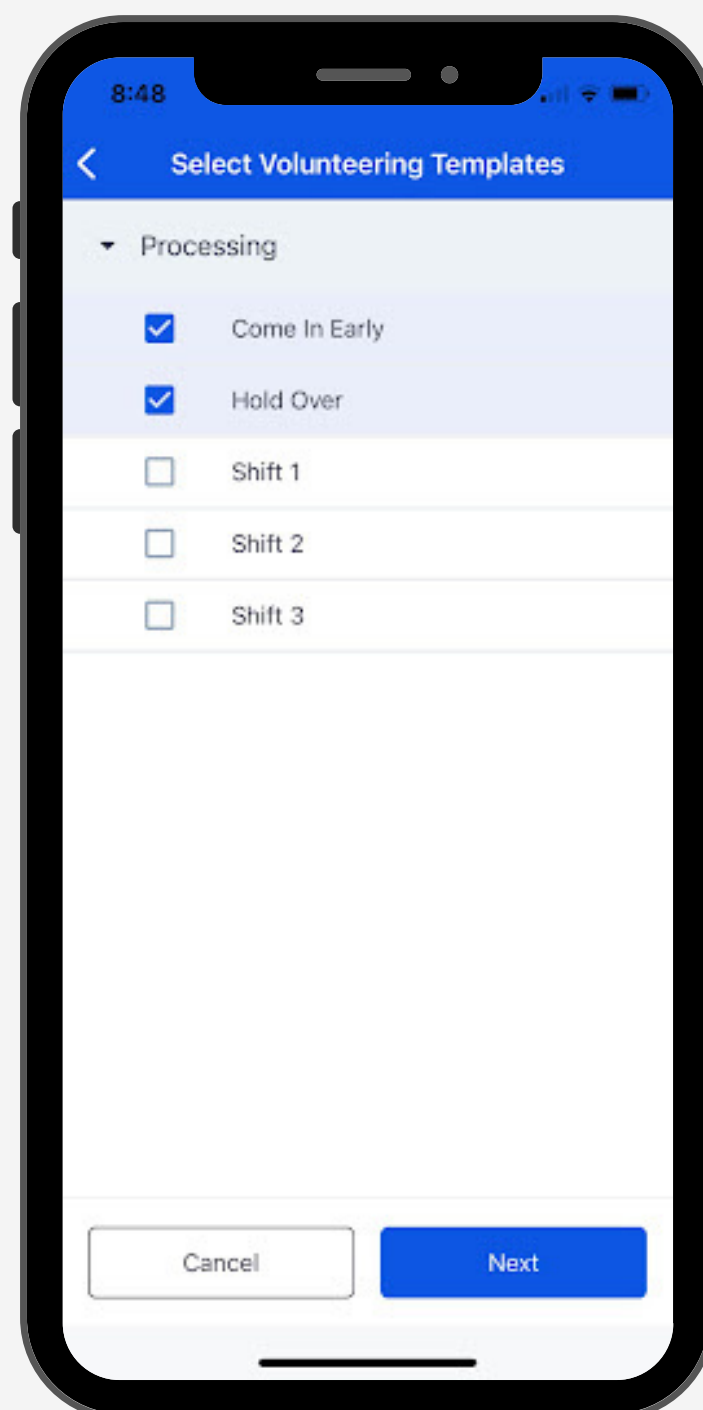
# #04

Voluntary overtime helps businesses even out the highs and lows of the workload. It provides the necessary workers in a hurry when the work can't wait.

Soliciting volunteers to work needed overtime has historically been done by posting a sheet on a wall and asking for signups.

But, what do you do if you don't get enough volunteers? Running short-staffed is unproductive and changing production schedules leads to extra complications.

With Indeavor, and making the process electronically accessible, you're providing the proper incentives to employees like having volunteering in their control which will ultimately increase the number of volunteers available.





# #05

## ANALYTICS



Workforce analytics helps employers identify potential causes of performance-related problems and address them in ways that maximize opportunities and minimize risk. Without this data, employers may have limited tools or no tools to support strategic decisions.

With Indeavor, it collects the data and information from not just across one factory, but all of them. This allows organizations to optimize employee scheduling and overtime management by ensuring straight time and overtime shifts are staffed to match only what is needed.

This better planning, thanks to analytics, allows for better planning. For employees, this means better planning their lives. Boom, flexibility.



# PERSONALIZING A PLAN FOR YOUR BUSINESS



With this new understanding of how to provide flexibility in a non-traditional setting, the hard part begins. You must figure out which, if not all these methods should be utilized by your organization based on your specific needs.

It's vital to take a holistic approach to employee flexibility and consider the needs of supervisors, managers, and schedulers as well as the employees who demand flexibility. Then weigh that against the unique challenges of your specific business.

Indeavor is the platform to help facilitate a flexible workplace. Visit [www.Indeavor.com](http://www.Indeavor.com) to book a demo with us today and see how we can help you with your employee flexibility challenges.

# Conclusion

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- #01 — **Transparency and communication** establish trust and foster effective collaboration within an organization
- #02 — **Visibility and access** empowers employees to contribute to the overall health and success of the organization.
- #03 — **Providing preferences with shift swapping** gives employees greater control over their schedules and lives
- #04 — **Volunteering** leads to a fair workload distribution and proper management of work hours to ensure a healthy work-life balance
- #05 — **Analytics** help you leverage real-time data to better your productivity and production threshold

Workplace flexibility enables employees to adapt their work schedules and arrangements to meet their individual needs, This requires the right people, processes, and technology.



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